

DRAFT

Oral Examination in the Selection of Candidates
for the CIA Career Service

If a CIA Career Service is to become a reality and serve the best interests of the Agency, it is necessary that the best possible selection process be devised to identify the individuals who shall constitute that Service. Oral examination or interview is an essential element in such a selection process. Such examination will be most meaningful if conducted after the individual has been on duty in CIA for a period and if the examiners have available to them not only the data which was available at the time the individual first entered on duty but also a report on his conduct and performance since his entry on duty. The following recommendations are made with a view to establishing a selection process which will result in an effective CIA Career Service.

It is recommended:

1. That a "temporary" or "term" appointment of at least one year be required of all new employees in professional positions before they become members of the CIA Career Service.
2. That during the last 60 days of a person's trial service his record be examined in detail and he be interviewed or orally examined by a panel of at least three senior (GS-15 or over) officers who will make a recommendation as to whether he does or does not meet accepted standards of suitability as a member of the CIA Career Service.
3. That the selection process be administered by a CIA Career Service Selection Board, consisting of three or more senior CIA officers, appointed by the DCI, which shall have the following responsibilities:
 - a. Determining what positions in CIA shall be considered "professional" positions.
 - b. Prescribing standards of suitability for entrance into the CIA Career Service.
 - c. Maintaining a roster of at least 30 officers, representing all major organizational elements of CIA, from which shall be chosen the examining panels which will conduct the examination of candidates for the CIA Career Service.
 - d. Supervising the administration of such examinations.

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e. Certifying to the designated appointing authority the recommendations of the examining panels as to whether or not each candidate should be admitted to the CIA Career Service.

4. That each individual now occupying a position designated as a "professional" position be considered a member of the CIA Career Service.

5. That if a Personnel Evaluation Report on any member of the CIA Career Service indicates that his performance or conduct has not been satisfactory, his case shall be referred to the CIA Career Service Selection Board for a determination as to his suitability to continue as a member of the Career Service. That when, in such cases, the Board determines that the individual is not suitable, the termination of his employment be recommended to the DCI.

6. That since the functions now being performed by the Professional Selection Panel relating to the initial selection of new employees can be adequately performed by the Personnel Office, and since those functions of the PSP which relate to the formulation of criteria of suitability will be taken over by the CIA Career Service Selection Board, the Professional Selection Panel be discontinued.